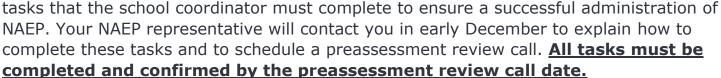


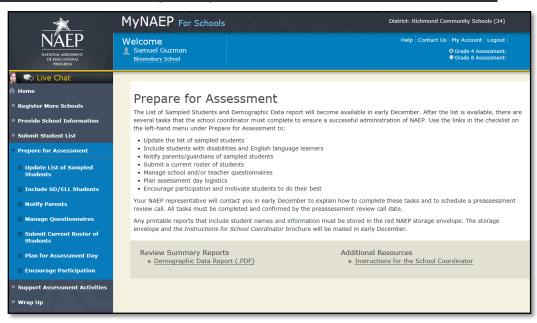
## MyNAEP Include SD/ELL Students

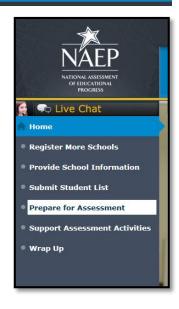
Go to the **Prepare for Assessment** tab. Under this tab you will have access to several School Coordinator tasks. Use the links in the checklist on the left-hand menu under Prepare for Assessment to:

- Update the list of sampled students
- Include students with disabilities and English language learners
- Notify parents/guardians of sampled students
- Submit a current roster of students
- Manage school and/or teacher questionnaires
- Plan assessment day logistics

In this section, the **Include Students** will become available in December 8, 2014. After the list is available, there are several







Select the **Include SD/ELL Students** link on the lefthand menu. Before entering in accommodation information for students with disabilities (SD) and English language learners (ELL), **watch the tutorial and get started.** 



**Click Finish** when you have reviewed each of the following items.

- $\bullet \mbox{Review}$  the SD/ELL Summary Report. You will need to collect information for each student listed.
- •Collect the required information for students with disabilities.
- •Collect the required information for English language learners.
- •Review your state's/NAEP's Inclusion Policy.
- •A note about students who are both SD and ELL.
- •Select the Finish button below when you're ready to move on.

Prepare for Assessment
✓ Update List of Sampled Students
Include SD/ELL Students
✓ Notify Parents
Manage Questionnaires
Submit Current Roster of Students
Plan for Assessment Day
Encourage Participation

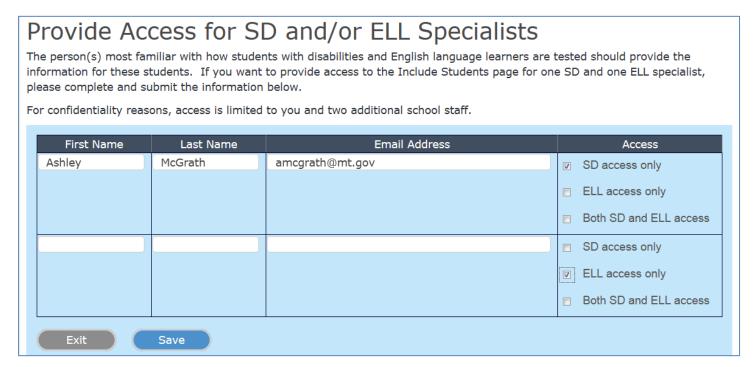
Before completing the **Include SD/ELL Students** task, please print your school's **SD/ELL Summary Report (.PDF)** at the bottom of the **Prepare for Assessment** landing page. Review the information in this report for accuracy and upon finding discrepancies with the information, please mark your correction(s). Once all updates have been made to the report, please begin your **Include SD/ELL Students** task.

				NAEP 201	15 SD/ELL	Summary	Report		12/01/20	14 2:36 PM
School Name: Bloomsbury School School ID: 3410241										
Student Name	Session #	Line #	Group #	SD Classi- fication	ELL Classi- fication	Subject	How assessed on NAEP	Accommodations	Other Specify	Notes
Bateman, Lizette	RM0401	3		No, not SD	Yes, ELL	Reading				
Bigelow, Zachary	RM0401	4		No, not SD	Yes, ELL	Math				
Doty, Zachary	RM0401	11		Yes, IEP	Yes, ELL	Reading				
Edwards, German	RM0401	12		No, not SD	Yes, ELL	Math				
Fiedorowicz, Ashley	RM0401	14		No, not SD	Yes, ELL	Math				
Gundry, Erica	RM0401	16		No, not SD	Yes, ELL	Math				
Hagan, Ruben	RM0401	17		No, not SD	Yes, ELL	Reading				
Lesane, Andre	RM0401	23		No, not SD	Yes, ELL	Reading				
Marcus, Jacquelin	RM0401	25		No, not SD	Yes, ELL	Reading				
Murphy, Andrew	RM0402	3		No, not SD	Yes, ELL	Reading				
Pappillion, Jade	RM0402	7		Yes, IEP	No, not ELL	Reading				
Rotatori, Sara	RM0402	12		Yes, IEP	No, not ELL	Math				
Scott, Sean	RM0402	13		Yes, IEP	No, not ELL	Reading				
Selmon, Varvara	RM0402	14		No, not SD	Yes, ELL	Math				
Smith, Dillon	RM0402	18		Yes, IEP	No, not ELL	Math				
Thomas, Dakota	RM0402	23		Yes, IEP	No, not ELL	Reading				
Tyler, Carmen	RM0402	26		No. not SD	Yes. ELL	Math				

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### Provide Access for SD and/or ELL Specialists

**Optional**: To designate another staff person to complete the SD and/or ELL information needed, click on the <u>Provide Access for SD and/or ELL Specialists</u> link. Enter name and email address for each of the two school faculty members to get access to the SD and ELL information. (**Note**: they will only have access to the <u>Include Students</u> information.)



Click save. The window will refresh allowing you to select "send email" button.

\_\_\_\_\_\_

#### **Review Inclusion Policy**

Your NAEP State Coordinator has developed inclusion guidelines. The guidelines provide inclusion expectations, list the NAEP accommodations, and describe how the accommodations are administered.

- MT SD Inclusion Guidelines- Inclusion NAEP 2015 for Students With Disabilities
- MT ELL Inclusion Guidelines -Inclusion of English language learners

We expect most students with disabilities and English language learners to participate. The only students eligible for exclusion are:

MyNAEP Include Students Instructions - page 3

- Students with disabilities who take the NCSC Alternate English Language Arts and Math, and
- English language learners who have been enrolled in U.S. schools for less than 1 year.

All other SD and ELL students should participate with or without NAEP-allowed accommodations.

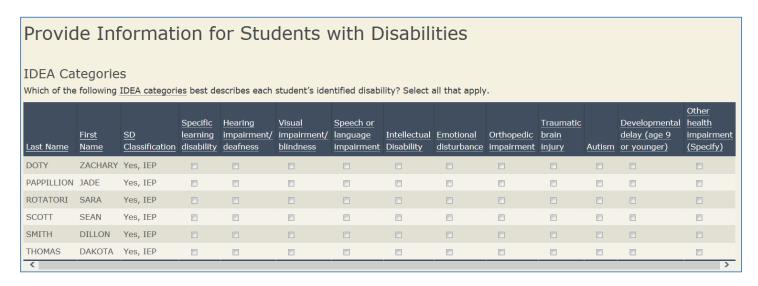
**Monitoring Exclusions.** Your NAEP State Coordinator will be monitoring exclusions and may contact you regarding excluded students. If you have questions about how to include a student, contact your NAEP State Coordinator.

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#### **Provide Information for Students with Disabilities**

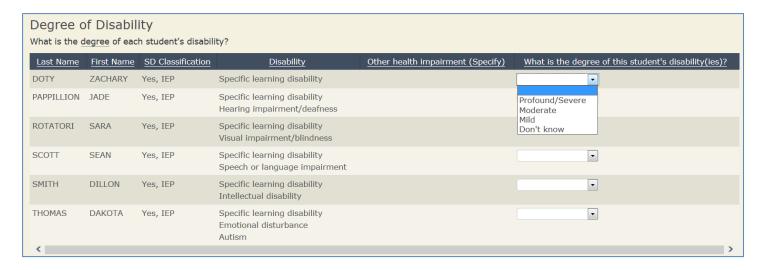
For all MyNAEP windows you have several buttons at the end of the page (e.g., back, save, exit, finish, save and continue, etc.). For each window, select the desired button to proceed to the next window (e.g., save and continue) or make your user-specific button determination based on the progress of your task. **Note**: MyNAEP will log you out of your session if there has been 20 minutes of inactivity.

Click on <u>Provide Information for Students with Disabilities</u> link. Indicate the student's disability based on the IDEA categories. To make viewing student information without scrolling left to right, select the Full Screen Mode below the blue banner in the left-hand corner.



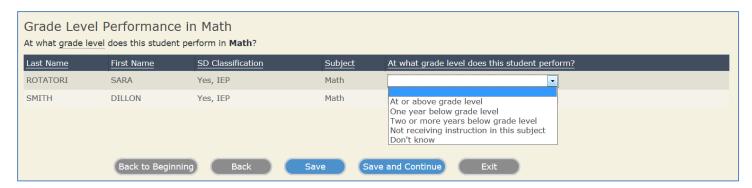
By continuing forward with your session, now indicate the degree of student disability.

MyNAEP Include Students Instructions - page 4

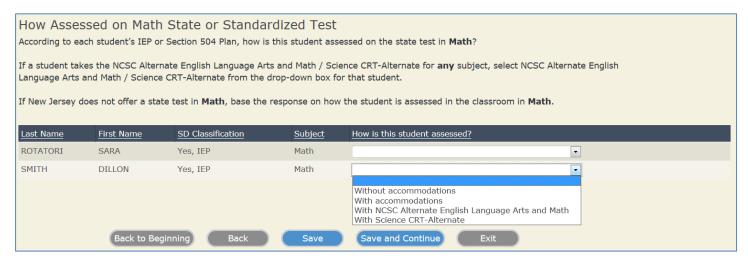


After indicating the degree of disability, select "Save and continue".

The next window, indicate the <u>grade-level performance for the student by their sampled subject.</u>



According to each student's IEP or Section 504 Plan, indicate how the student is assessed in the state assessment.



MyNAEP Include Students Instructions - page 5

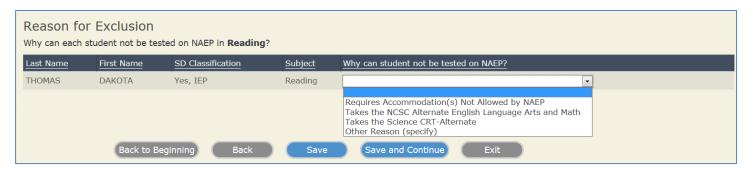
Indicate how each student is assessed in their sampled subject and whether they are assessed without accommodations.



By continuing forward with your session, use the list of NAEP allowable accommodations. Indicate if the students should be assessed "with accommodations allowed by NAEP" or if they "do not test". **Please review the NAEP Inclusion Policy.** 



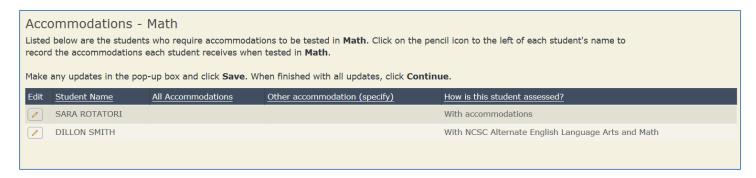
If you select, "do not test" for the students and it is contrary to the NAEP Inclusion Policy, you will be prompted with the following screen:



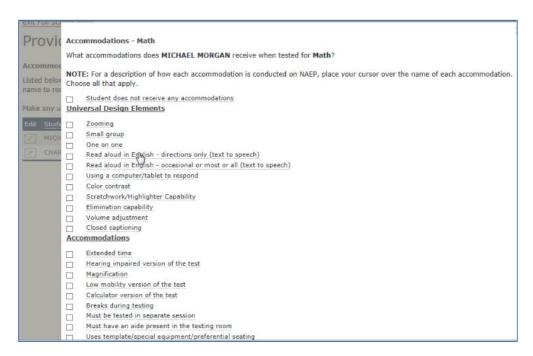
Select how the student participates in the state alternate assessment. Students who take the state alternate assessment may be excluded from NAEP in accordance with the NAEP Inclusion Policy. All other exclusions are contrary to the policy and you may be contacted by your NAEP State Coordinator to further discuss your exclusion decision.

MyNAEP Include Students Instructions - page 6

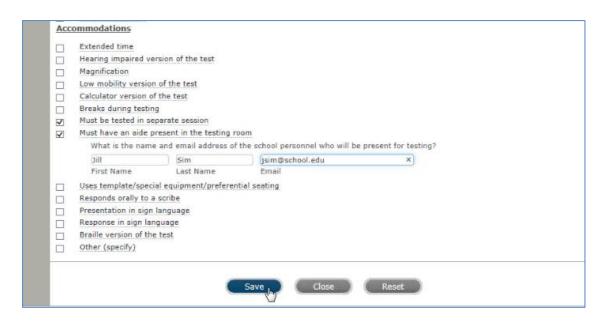
By continuing forward with your session, you will be given a review screen highlighting your judgments for each student in the grade he/she is to be assessed. For example,



Using the pencil edit feature, indicate what accommodations the student requires based on their IEP/504 plan. This page depicts the student name and the subject in which he/she is selected to participate. In Montana, we do not have any Technology Based Assessments (TBA) occurring and NAEP 2015 will continue to be a pencil and paper (P/P) administration, therefore, we will not have any Universal Design Elements as depicted in this screen.

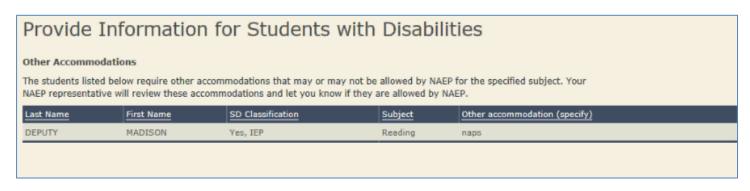


In the screen image below, P/P accommodations can be found.

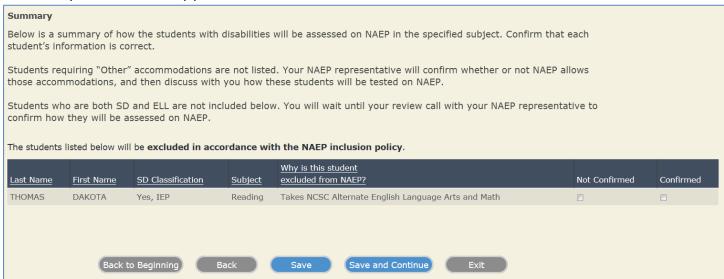


Repeat for each subject area and verify student accommodations.

If "other" accommodation was made during the accommodation selection, you will be asked to specify what this accommodation is. For example,

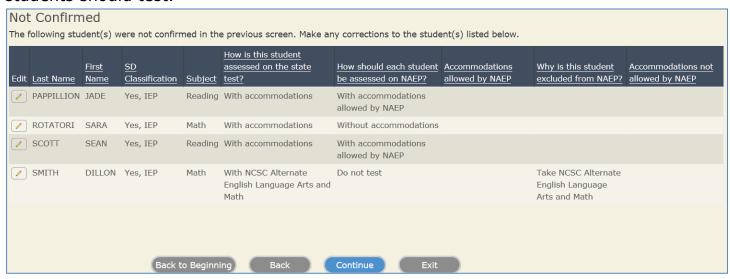


If a student was <u>excluded in accordance to the NAEP Inclusion Policy</u>, the following summary screen will appear.



Select "not confirmed" or "confirmed" to verify the information on this screen.

For students with unconfirmed accommodation information, please indicate how the students should test.



Below is a summary of the accommodations and inclusion decisions made in previous screens.

Summary												
Below is a summary of how the students with disabilities will be assessed on NAEP in the specified subject. Confirm that each student's information is correct.												
Students requiring "Other" accommodations are not listed. Your NAEP representative will confirm whether or not NAEP allows those accommodations, and then discuss with you how these students will be tested on NAEP.												
Students who are both SD and ELL are not included below. You will wait until your review call with your NAEP representative to confirm how they will be assessed on NAEP.												
The students listed below will be assessed on NAEP in the specified subject with accommodations in the regular session.												
Last Name	First Name	SD Classification	Subject	Accom	modations allowed by NAEP	Other accommodation (specify)	Not Confirmed	Confirmed				
ERVIN	JACK	Yes, IEP	Reading		during testing led time							
MORGAN	MICHAEL	Yes, IEP	Math	Extend Zoomi	ded time ng							
The students listed below will be assessed on NAEP in the specified subject with accommodations in separate accommodation sessions.												
<u>Last Name</u>	First Name	e SD Classificati	on S	<u>ubject</u>	Accommodations allowed by N	<u>AEP</u>	Not Confirmed	Confirmed				
SHULTZ	CHARLES	Yes, 504	M	lath	One on one Must be tested in separate ses Must have an aide present in t							
The students listed below will be excluded in accordance with the NAEP inclusion policy.												
<u>Last Name</u>	<u>First Name</u>	SD Classificatio	n Sub		Why is this student excluded from NAEP?		Not Confirmed	Confirmed				

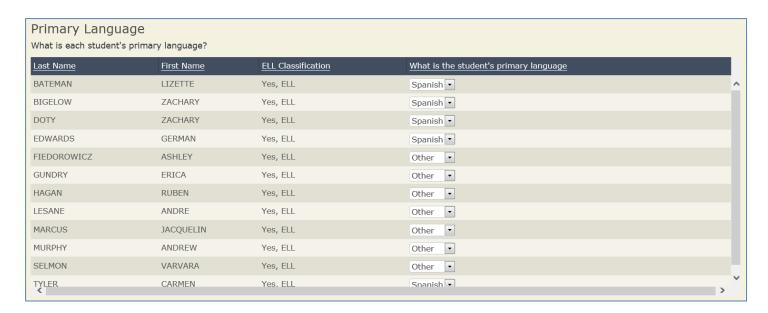
Once you are finished entering your accommodations for students with disabilities, select "Finish" to return to the Include SD/ELL home page and continue Task 5 completion for any ELL students.

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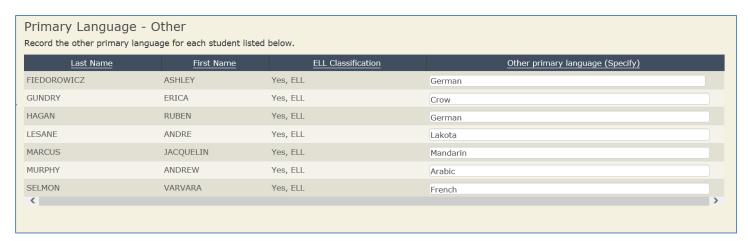
## **Provide Information for English Language Learners**

For all MyNAEP windows you have several buttons at the end of the page (e.g., Back, Save, Exit, Finish, Save and Continue, etc.). For each window, select the desired button to proceed to the next window (e.g., Save and Continue) or make your user-specific button determination based on the progress of your task. **Note**: MyNAEP will log you out of your session if there has been 20 minutes of inactivity.

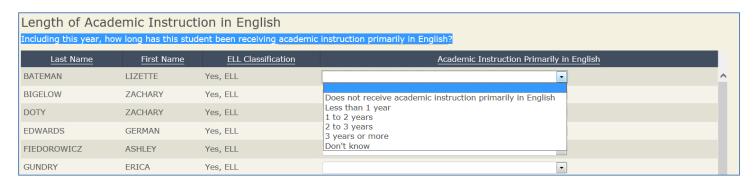
Click on the <u>Provide Information for English Language Learners</u> link. Indicate each student's primary language.



#### Indicate the primary language for each student. For example,

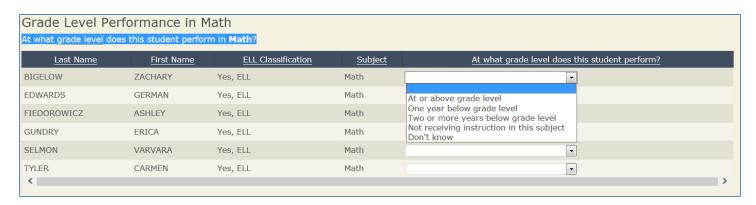


# Including this year, indicate how long the student has been receiving academic instruction primarily in English.

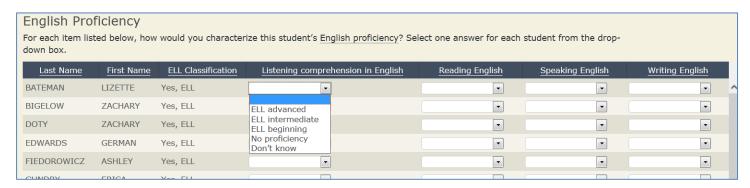


#### MyNAEP Include Students Instructions – page 11

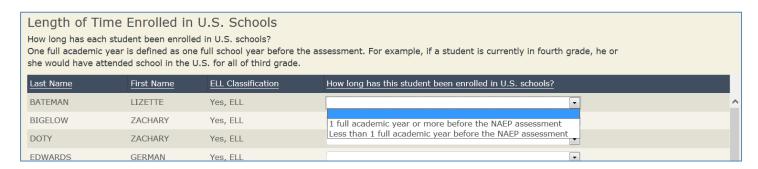
Indicate the grade level at which the student performs for the subject he/she is assessed.



For each item listed below, characterize the student's English proficiency. Select one answer for each student from the drop-down box.



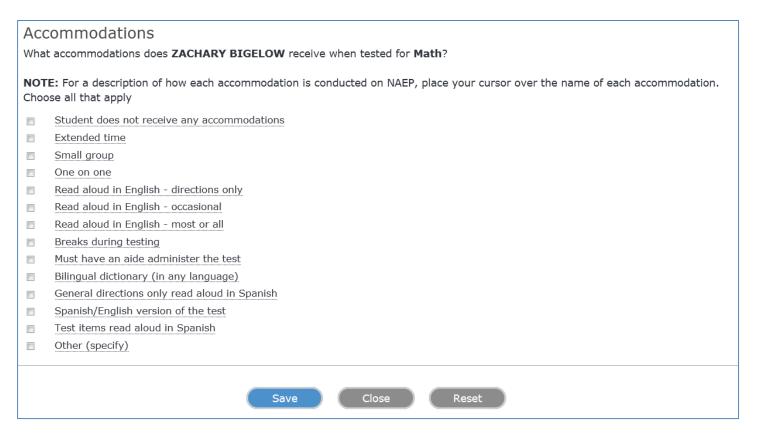
Indicate how long each has student been enrolled in U.S. schools. One full academic year is defined as one full school year before the assessment.



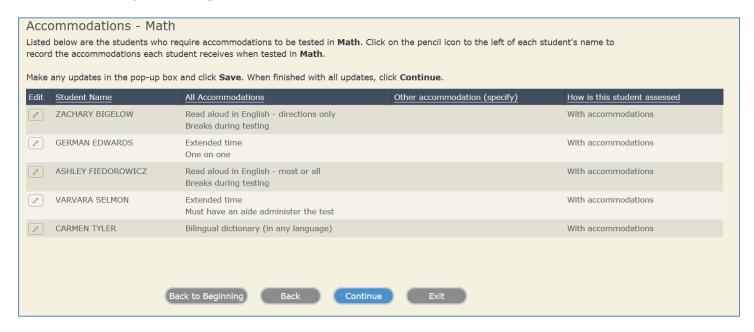
Students who have been enrolled for <u>less than 1 full academic year</u> before the NAEP assessment may be excluded from the assessment in accordance with NAEP's Inclusion Policy. All other ELL excluded students are considered excluded contrary to the NAEP Inclusion Policy.

MyNAEP Include Students Instructions - page 12

# For each student, indicate the NAEP allowable accommodations the student should receive.



Repeat for each subject and select "Save and Continue". Once the accommodations are made, review your designations and then select "Continue".



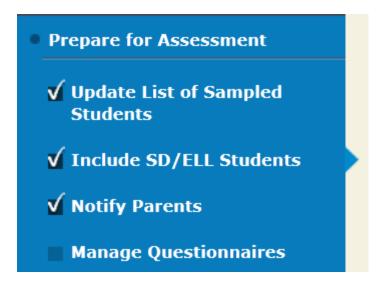
MyNAEP Include Students Instructions – page 13

Repeat for each subject area and verify student accommodations. Confirm how each English language learner is to be assessed on NAEP in the specified subject.



Once you have verified all the information on the screen, you will have successfully submitted and included your school's SD/ELL students.

Click the "Finish" button to return to the **Include SD/ELL Students** page.



# Thank you for your timely completion of the 5<sup>th</sup> NAEP 2015 School Coordinator Task!